



Community Delivery Coordinator

Role Title: Community Delivery Coordinator

Reporting to: Can Rehab Programme Manager - Online and Community

Contract: Freelance 7.5 hours per week; £25 per hour

Contract Period: 3 months initially, subject to review

In 2025, MOVE Against Cancer piloted a community engagement model in Nottingham and Leicester focused on supporting people from ethnic minority backgrounds affected by cancer to become more active.

The pilot used trusted community relationships, local conversations, and culturally relevant opportunities to help people feel more confident about movement during and beyond cancer. Community Engagement Ambassadors played an important role in building awareness, delivering community talks, connecting people into support, and helping create welcoming local opportunities to move together.

Following the success of the pilot, MOVE Against Cancer is now looking to recruit a Community Delivery Coordinator to develop the work in Leicester. Please note that the Coordinator is able to be based outside of Leicester and travel in, but travel expenses will only be covered within Leicester.

The Role

The Community Delivery Coordinator will lead the set up of safe, inclusive movement groups for people affected by cancer across Leicester, while supporting the development and coordination of MOVE Mentors and Community Engagement Ambassadors in their area.

Building on relationships already established within communities by area and regional ambassador volunteers, this role focuses on turning engagement into delivery, ensuring that local insight is translated into high quality, sustainable movement opportunities.

The postholder will play a key role in supporting volunteers to feel confident, connected, and effective, while ensuring groups are safely established and embedded within MOVE Programmes.





Key Responsibilities

Group Set Up and Delivery

- Lead the set up of cancer friendly move your way groups in identified communities
- Secure and coordinate accessible, appropriate venues
- Organise logistics including scheduling, equipment, and session delivery
- Coordinate initial delivery phases (e.g. 6 session blocks)
- Ensure all sessions meet safety standards for people affected by cancer
- Develop clear, repeatable processes for group set-up and delivery
- Ensure safeguarding, risk assessments, and data collection processes are followed

Supporting MOVE Mentors & Ambassadors

- Work alongside Community Engagement Ambassadors to act on community insight and demand
- Support the recruitment, induction, and ongoing development of MOVE Mentors
- Provide practical guidance to volunteers on how groups run and how participants are supported
- Attend first sessions to support volunteers and help create a welcoming environment
- Facilitate communication between volunteers and the MOVE team



Sustainability & Community Embedding

- Support groups to become sustainable beyond the initial set-up phase
- Help volunteers and local partners take increasing ownership where appropriate
- Strengthen connections between groups, volunteers, and the wider MOVE network

Turning Engagement into Participation

- Convert community relationships and interest into structured movement opportunities
- Support participants to attend their first sessions, reducing barriers to engagement
- Encourage pathways into ongoing activity, such as MOVE programmes.
- Help volunteers build confidence in supporting participants' journeys into movement

Workforce Coordination

- Identify and coordinate qualified instructors, coaches, or rehabilitation specialists
- Ensure the right people are in place to deliver safe and appropriate sessions
- Work collaboratively with volunteers to support session delivery



Monitoring & Reporting

- Track progress of group set-up, attendance, and engagement
- Support data collection alongside volunteers (e.g. registrations, monthly numbers)
- Share stories of impact with the MOVE community
- Contribute to KPI reporting and learning for future delivery

Key Working Relationships

- Community Engagement Ambassadors
- Can Rehab Instructors
- MOVE Mentors and Coaches
- Local partners and venue providers
- Community Health Providers
- MOVE charity team



Skills and Experience

Essential:

- Experience coordinating or delivering community based programmes
- Links in the community across Leicester and surrounding areas
- Experience working with or supporting volunteers
- Strong organisational and project management skills
- Ability to turn plans and ideas into practical delivery
- Confident communicator with a collaborative approach

Desirable:

- Experience in physical activity, health, or rehabilitation programmes
- Understanding of working with people affected by cancer or long-term conditions

Personal Qualities



- Practical and proactive
- Supportive and enabling of others
- Empathetic and inclusive
- Highly organised and reliable
- Committed to safe, community-led delivery

Additional Information

- Travel across Leicester required
- Evening/weekend work required
- Training and ongoing support provided

How To apply

Please produce a document no longer than 2 sides of A4, outlining why your skills, experience and personal motivation make you the right person for this role. Please also attach your CV. We discourage the use of AI to write your application.

Please send these to recruitment@movecharity.org

The deadline for applications is 26th August.

If you would prefer to submit your application in an alternative format, please feel free to choose your own approach to convey the information requested.

We welcome applications from people of all backgrounds and are especially keen to hear from individuals from ethnically diverse communities, disabled people, and those with lived experience of cancer, who are currently under-represented in our sector.

Data Protection Statement

For information about how we use your data, please contact us.

Safeguarding

Move Against Cancer is committed to ensuring the safety and wellbeing of all individuals who participate in our programmes and all staff and volunteers. Successful candidates will be required to carry out a disclosure and barring check.